

# Hamilton High School



## Student Handbook



**2020-2021**

# Alexander Hamilton

Dear Students and Families:

Welcome and thank you for choosing Hamilton High School. Please review this handbook because there is important information that you will need throughout the school year.

I would like to highlight some areas:

1. Please take time to review the school calendar.
2. Good attendance is crucial to success in school. Poor attendance and tardiness equals poor grades.
3. Every student must pay student fees. The fees are \$30.00 for all 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students. Seniors have an additional fee of \$125. These fees should be paid at the student orientation.
4. Lunch hours are closed. Students must remain in the school building.
5. Transportation is provided to qualified students to and from school. Students must have their own transportation in case of early dismissal for personal reasons. **Bus tickets will not be provided by the school.**
6. All students are required to participate in state and district assessments. Please be prepared to do your very best on these tests. Results will be available to students and parents/guardians.

I encourage all parents/ guardians to become involved in school through the School Engagement Council, Parent/ Teacher Conferences, Open House, school sponsored activities and a variety of sporting events throughout the year.

Have a great school year!

*Ms. Green*

*Alexander Hamilton High School Principal*

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## Announcements

There are daily announcements that inform students of sporting events, school sponsored events, testing and various academic and scholarship opportunities every day.

## Student Identification Cards

**Every student enrolled at Hamilton must have a school picture I.D.**

- 1. I.D. cards must be brought to school daily.**
2. The student ID is necessary to maintain a safe environment, check out library materials, gain entry to the cafeteria, and identify students at school activities.
3. ID cards may be required to enter activities sponsored by the school (clubs, extracurricular groups, etc.) as authorized by the administration.
- 4. ID cards are to be shown to any Hamilton staff member upon request with no argument or attitude.**
5. A fee of \$5.00 will be charged to replace lost ID cards. Students can pay the fee in the main office.

## Student Fees

All students are required to pay a school fee of \$30. This fee includes expenses for student handbook, gym towels and laundry, yearbook pictures, school picture ID card, and general assembly programs. This does not include graduation fees. **Seniors must pay the student fee, as well as a senior fee of \$125. The total amount for Seniors is \$155.00.** All school fees should be paid in the Main Office.

## Lunch

- Lunch hours are closed campus for all students.
- Students must report to the cafeteria for their assigned lunch hour and eat their lunch there. A student ID card must be presented to enter the cafeteria.
  - Outside food deliveries are not allowed. If students order food, it will be confiscated until the end of the day. No exceptions.
  - \*Students violating these procedures may face disciplinary action. Parental involvement will be necessary to correct violations.

## Graduation Requirements

Students must earn a minimum of 22 credits. Students may not receive credit for the same course more than once.

<b>English/Language Arts</b> .....	4.0
<b>Mathematics</b> (including courses at or above the level of Algebra 1) 3.0	<b>Science</b> (including content & laboratory studies for all three credits) 3.0
<b>Physical Education</b> (no more than 0.5 credit per school year).....	1.5
<b>Health</b> .....	0.5
<b>Fine Arts</b> .....	1.0
<b>Electives</b> .....	6.0
<b>World Language</b> .....	2.0
<b>College-and-career-readiness coursework (from the following below)</b> .....	1.0

Advanced Placement, Career Technical Education courses available in Career Clusters: Architecture and Construction, Arts, Business Management, Finance, Health Science, Manufacturing, Marketing, Technology, Engineering & Mathematics, or Project Lead The Way.

Also, all students must complete the Civics Test and one of the following experiences: Online Course, Community Service or Service Learning Project (Administrative Policy 7.37).

## ACADEMICS

### Honors/Advanced Placement

Honors classes at Hamilton High School give students the opportunity to enroll in challenging courses in preparation for college.

Advanced Placement (AP) classes are part of a nation-wide program that enable high school students to take college-level courses and exams while still in high school. Students may obtain college credit for completing these courses. Students have completed up to two semesters of college while attending Hamilton, saving time and money.

Courses are offered in the core subject areas of English, Math, Science, Social Studies, and Spanish.

### Art

The Art Department provides opportunities to learn, experience, and explore the visual arts through a variety of disciplines: art production, history, criticism, aesthetics, and communication. Art experiences help to develop critical, analytical, and creative thinking skills. Courses include: Art Foundations, Cartooning, Clay Design, Drawing, Folk Art, Fiber and Fabrics, Painting, and Printmaking.

## **Business and Finance**

Students in Business and Finance classes will develop skills in the following;

- finance
- accounting
- computer technology
- advertising
- competitive employability skills

An integrated curriculum will enable students to earn college credits. Internship training and jobsite problem solving will link school curriculum with practical experience, even offering the opportunity to work with Educators Credit Union that is onsite.

## **JROTC**

The Junior Reserve Officers' Training Corps (JROTC) program is a demanding leadership program. This program teaches leadership, community service, and citizenship skills using the military structure as the foundation to practice these skills. This program offers activities at Hamilton through color guard, parades, drill teams, and award ceremonies.

## **Music**

The Music Department provides opportunities for students to develop as musicians, performers, team members, and culturally responsive listeners. Courses include: Band, Music Appreciation and Orchestra.

## **Project Lead the Way**

Hamilton High School offers 3 separate programs in PLTW Biomedical Sciences, which are Principles of Biomedical Sciences (PBS), Human Body Systems (HBS), and Hamilton's capstone class of Medical Interventions (MI). We also offer PLTW-Computer Science. All PLTW courses offer students real-world challenges and opportunities for solutions based designing.

## **Technology**

The Technology program will offer experiences in design, production, storage, and retrieval of information using a variety of methods/modes. Experiences with photography, electronics and audio/visual communications will expand creative thinking and problem solving.

## **GED Option #2**

The GED Options #2 program provides students, ages 17.5+ that are in their 4th year of high school or are between the ages of 18-20 with less than 14 credits and have a 9<sup>th</sup> grade reading level, the opportunity to earn a GED through an alternative education program. Students who successfully pass the four GED exams and other program requirements will receive a Hamilton High School diploma.

## E2020 Credit Recovery

Hamilton's Credit Recovery Program provides Juniors and Seniors with the opportunity to obtain credit towards graduation. Students must attend regular day classes at Hamilton in addition to the Credit Recovery Program.

**If you have questions about classes, graduation requirements or other educational opportunities. Please see your administrator or counselor.**

Last Name	Administrator/Counselor	Counseling Activities	Counselor
A-E	Mr. Ricciardi	9 <sup>th</sup> Grade	Ms. Vang
F-L	Mr. Dawson	10 <sup>th</sup> Grade	Ms. Alsharif
M-R	Mr. Paredones	11 <sup>th</sup> Grade	TBD
S-Z	Mr. Laird	12 <sup>th</sup> Grade	Ms. Kovacevic

## Guidance

The Guidance department provides the following services:

- Counseling students regarding academic achievement and personal/social concerns.
- Assisting students in choosing classes compatible for graduation and future plans.
- Providing students with vocational and college information.
- Guidance Office Hours are 8:05am to 10:30 am and 11:30 pm to 3:30 pm.

## Credit Standing

0-4.5	Freshman	10-15.5	Junior
5-9.5	Sophomore	16-22+	Senior

## Graduation

This is a formal occasion and appropriate dress is required. Disruptive behavior will not be tolerated and will result in removal from the ceremony. Seniors please plan ahead to avoid conflicts with appointments and work schedules. Graduates and their parents are required to sign a graduation contract. Please see your guidance counselor and future Senior Bulletins for more details. Rehearsal for graduation is mandatory.

## Text Books

All students will be issued textbooks. Parents/guardians and students are responsible for the maintenance, return, and/or replacement of books. All students are to treat their books with care. Books that are damaged, destroyed, or lost must be replaced at the student's expense. Returning textbooks at the end of each semester is the responsibility of the student. Failure to return books will result in payment for books.



## **Field Trips**

Students participating in a school-sponsored field trip must complete a Field Trip Notification form and return to the teacher at least two days prior to the field trip. This form must be signed by a parent/guardian and by each classroom teacher. Field trips are not considered absences; however, make sure the teacher or coach who is in charge of the field trip notifies the attendance office of your participation in the field trip, or you will be marked absent. Students are responsible for the class work missed while attending the field trip.

## **Unfinished Business**

Students who fail to pay required fees, or do not return equipment/ books/uniforms, will be placed on the Unfinished Business List. Penalties will be assessed until all items are returned or payment is received. To find out if you are on the Unfinished Business list, check with the main office staff or mypaymentsplus.com. For library material or textbook fees, please see the textbook coordinator.

Students will not be allowed to participate in school sponsored activities including but not limited to; homecoming, prom, or graduation until all outstanding financial obligations are met. Also, no personal checks will be accepted after March 5, 2021.

## **Plagiarism**

Students who, for whatever reason, submit work either not their own or without clear citing of sources will be subject to disciplinary action, up to and including counseling with parents and administrators, completing a modified or replacement assignment, resubmitting the original assignment, and/or failing the class.

## **Collaboration**

It is expected that some courses will allow and even require group work and collaboration. When this is indicated by the teacher or course, directives from the teacher must be followed, and all parties contributing to the work must be named. Students not contributing to the work will not receive credit.

It is also expected that work for each course will be original and intended for that course and not resubmitted from previous courses taken. This includes presentations, essays, poetry, and creative writing pieces.

## **Library Media Center (LMC)**

The LMC is a place where students can come to work on class projects, do school work, or enjoy reading material. Library availability is determined by teacher and course needs.

Books can be checked out with your school ID for a period of 10 school days, and may be renewed if needed. There will be a fine for overdue books. Lost books are charged at the replacement cost of the book. Your school ID is needed to use a school laptop.

## College and Career Center (CACC)

Alexander Hamilton High Schools College and Career Center assists students in grades 9 through 12 with FREE support. The center is open during regular school hours and after school (select hours) for postsecondary planning.

Stop in the College and Career Center for college and career assistance!

- College tours and visits
- FAFSA completion (a graduation requirement)
- Scholarship applications
- College applications and essays
- Resume writing
- Youth apprenticeships, internships, and job applications
- Career Cruising
- ACT registration
- Job searching

## Technology Use

### ACCEPTABLE USE POLICY

MPS has developed a student Acceptable Use Policy (AUP). It lists things you can and cannot do while using MPS technology (this includes computers, printers, Hamilton's network, and the Internet itself). You will use the Internet for research, prepare reports, analyze data and prepare professional quality presentations.

**Violation of the AUP may result in the suspension or loss of computer privileges.** Your violations are carried over from previous years.

### YOUR USERNAMES AND PASSWORDS

Username and password are necessary to use MPS computers. You will get this information on the first day of school. **MPS policy prohibits students or staff from allowing anyone else to use a username or password.** You are responsible for your files on the network and Internet activities.

### EMAIL

Once you have your username and password, you will also have an MPS email account. You can access this webmail system on any computer connected to the internet. When you are done using a school computer make sure you log off.

### REMEMBER

- DO NOT SHARE YOUR USERNAME OR PASSWORD WITH ANYONE.
- Save your work often (every few minutes or so).
- Computer use at school must be related to your course work.

## Hamilton High School Web Page

Our web page provides up-to-date information on events, clubs, sports programs, and much more, including current news stories and many full-color photos taken at each school event.

<http://www5.milwaukee.k12.wi.us/school/hamilton>

## Transportation

Students that are eligible for transportation will be assigned a bus route. A postcard will be mailed, by Central Services to the address on record detailing the route number, the bus company, pick-up/drop-off locations and times. **If you miss this bus, you are responsible for getting to school on your own. The school does not provide bus tickets.** Students who drive may not park in the school lot.

## Address Changes

To change address information, parent/guardian must come to the school's main office with a printed utility bill or rental agreement/lease. ***Rent receipts are not proof of address.***

## Work Permits

Students 15 years of age and younger may pick up an application for a work permit on the counter in the main office before school. After the application has been filled out:

- Make an appointment to see your counselor to see if you are eligible. You must have at least 85% attendance for your approval.
- Once approved, student returns the application to the main office to be typed. Any time after 3:20 pm the next day, work permits will be available for pick up from the main office.

### **Any student seeking a work permit must present the following:**

- **Proof of Age:** Birth certificate, baptismal record, State of Wisconsin ID or driver license.
- **Letter from the Employer:** Stating the intent to employ the student along with job duties, hours the student will be working.
- **Letter of Permission:** from the student's parent/guardian
- **Social Security Card:** Must be original card no copies
- **Statutory Permit Fee:** \$10.00 (Please be exact as we do not have change)

**These items are required by the State of Wisconsin in order to obtain a work permit.**

## Title IX Compliance

Hamilton High School complies with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of sex, special needs, age, religion, sexual orientation, pregnancy, parental status, race, color or national origin in the educational programs or activities it operates or employment.

## Security and Safety

Security and safety are a priority at Hamilton High School. Administrators, safety assistants, and staff are attuned to safety issues and instructed in appropriate measures. In addition, we have a crisis plan and practice its implementation with the students.

## Positive Behavior Interventions and Supports (PBIS)

Hamilton High School implements Positive Behavior Interventions and Supports (PBIS), for improving the school climate and increasing success for our students. The PBIS model is used to achieve the common goal of creating a positive culture in our school through Safe, Respectful, and Responsible behaviors of staff, students and families.

The three school rules are: **Be Safe, Be Respectful, Be Responsible**. Throughout the year students will be taught these expectations as part of the curriculum. We will reward students to encourage and support positive behavior at school.

## Athletics

Athletics have a year-round importance at Hamilton because they keep students involved in school activities. They also keep students focused on “Team,” forming strong bonds and friendships with teammates. We offer a wide variety of interscholastic athletic teams for boys and girls. To represent Hamilton in any interscholastic competition, all athletes must meet the eligibility requirements as established by the MPS School Board and WIAA.

In order to be eligible to participate in interscholastic athletics, a student must meet the following criteria:

- Pass a minimum of 20 hours of weekly class work
- Earn a minimum 2.0 grade point average for the previous mark period
- Cannot fail two classes in a mark period
- Have all of the necessary forms on file in the Athletic Office
- Pay the standard \$30 athletic fee. Unless you are in football, soccer or baseball the athletic fee is \$40.
- Cash Only or mypaymentsplus.com.
- Receive a clearance slip from the Athletic Director, Ms. Kay Nichols

### Fall Sports

Cheerleading

Football

Tennis (Girls)

Volleyball (Girls)

Cross Country (Boys/Girls)

Soccer (Boys)

Swim/Diving (Girls)

### Winter Sports

Cheerleading

Basketball (Girls)

Wrestling (Boys/Girls)

Basketball (Boys)

Swim/Diving (Boys)

### Spring Sports

Baseball

Soccer (Girls)

Tennis (Boys)

Golf (Boys)

Softball (Girls)

Track (Boys/Girls)

Go to [www.mpssports.net](http://www.mpssports.net) to check athletic schedules

## Clubs

We encourage you to join one of the many clubs Hamilton has to offer:

DECA	Mr. Gebert (Rm259)
Finance Club	Ms. Santa (Rm257)
JROTC Leadership/Color Guard/Drill Team	Col. Henderson (Rm100)
Latino Club	Ms. Santa (Rm 257)
National Honor Society Committee	Ms. Hall (Rm372) Prom TBD
Student Council	Mr. Garcia
Asian Club	Mr. Ruiz
Yearbook	Mr. Markowski

National Honor Society and Student Council all require applications and recommendations to participate. Selection is based on **grades, leadership, service, and character.**

Membership in the National Honor Society is based on the following criteria:

- Junior or Senior status (Sophomores are recruited in the spring)
- Cumulative GPA of 3.2
- Acceptable record of attendance, conduct and behavior
- Ability to recite the NHS pledge
- Commitment to support and/or attend all NHS functions.

## HAMILTON HIGH SCHOOL CELL PHONE POLICY

The activation, use or display of cell phones or an electronic device of any type is not allowed in school!

Students who violate the cell phone/electronic device policy in school will be subject to disciplinary actions as follows:

**FIRST OFFENSE: PHONE/ELECTRONIC DEVICE WILL BE CONFISCATED AND RETURNED AFTER SCHOOL BY AN ADMINISTRATOR.**

**SECOND OFFENSE: PHONE/ELECTRONIC DEVICE WILL BE CONFISCATED AND RETURNED TO PARENT BY THE ADMINISTRATOR.**

**REFUSAL TO GIVE UP THE CELL PHONE/ELECTRONIC DEVICE WILL RESULT IN A THREE (3) DAY SUSPENSION.**

***Use of a communication device to endanger the physical safety or mental well-being of others, will result in disciplinary action.*** A school phone may be used in case of an emergency. Please see your Administrator.



## Acceptable Dress Policy

It is important to dress for school in a manner that reflects the focus on instruction and student performance that Alexander Hamilton High School values. Any student wearing inappropriate clothing will be required to remove the items and may be sent home to change into appropriate attire. The following dress code is designed to reduce distraction and disruption and maintain an academic focus in the classroom and on school grounds.

Examples include, but are not limited to, the following:

**T-shirts/shirts/tops:** Shirts must have sleeves. The student body may not wear: tank tops, halter tops, strapless tops, or bare shoulder tops of any type. Shirts that expose any portion of the waist, hips, or midriff are not allowed (if you raise your arm to shoulder level and the belly shows, the top is unacceptable). Low-cut, see through, backless or tube tops are also unacceptable. No shirt can display words or symbols that reference alcohol, drugs, vulgarity, obscenities, violence, demeaning messages, or product logos that target an adult age-group market (cigarettes, beer, alcohol, etc).

**Pants/shorts/skirts:** Leggings and tights are not considered pants and not acceptable. Waistline of shorts/skirts/pants must be on or above the hips with no undergarments showing. Rips, shreds or holes in clothing are not allowed. Shorts and skirts cannot be shorter than mid-thigh from the knee. Slits in skirts cannot be above mid-thigh.

**Undergarments:** Should not be visible under any clothing.

**Pajamas or sleepwear:** Are not allowed

**Sunglasses/ Headwear:** No type of head covering is to be worn. Any item worn on the head to school must be placed in the student's locker at the beginning of the school day and remain there until the student leaves the building. Headwear includes hats, caps, hoods, sweatbands, bandanas, scarves, or doo-rags. No combs, curlers, picks, or sunglasses can be worn. Exceptions would be a cap or hat that is part of a school activity, or a head covering worn for religious or medical purposes.



**Shoes:** Health regulations and safety factors require that shoes capable of protecting feet be worn at all times at school. No house slippers may be worn.

### Parent Contact Information

Communication between home and school is crucial to your child's academic success. **Please make sure that there is always a working phone number on file at school so that we are able to contact you regarding your child.**

### Address Changes

To change address information, parent/guardian must come to the school's main office with a printed utility bill or rental agreement/lease. ***Rent receipts are not proof of address.***

### Lockers

In an attempt to reduce theft, we ask all students to do the following:

- Be sure your locker is closed and locked before you walk away.
- Promptly report any problem with your locker to the Main Office.
- **Do NOT give your locker combination to anyone.**
- **Do not share your locker with anyone.**
- Leave expensive jewelry/coats, electronics, etc. at home.

**Hamilton High School is not responsible for lost or stolen items.**

**Students can go to their lockers before school, before/after lunch or after school.**



## Attendance

### *Definitions of Absence:*

- Excused Absence: Illness, court appearances, funerals, medical appointments, and religious commitments are all considered legal, excused absences. Students with an excused, legal absence are expected to make up the work missed.
- Unexcused Absence: Absence with or without parental knowledge and approval, but not for legal reasons, is considered to be unexcused.

## Compulsory School Attendance

Attendance is a key factor in student achievement. It is impossible for students to succeed in high school without maintaining regular attendance. Wisconsin law requires students to attend school regularly during all scheduled school hours, with exceptions for certain religious holidays. Students must attend school until the end of the semester or school year in which they become 18 or graduate from high school.

**\*\*\*Parents or guardians whose minor children (6-18) do not attend school can be found guilty of a misdemeanor under Wis.Stat.sec.948.45. For the first offense they could be fined up to \$500 or imprisoned 30 days. For a second and subsequent offense, fine up to \$1000 and/or imprisonment for 90 days. They may also be required to do community service. Parents and guardians can also be held responsible for any fines that their child receives under Wis.Stat. sec118.163(1m)**

**(c) and 938.342(1d)(b). Also, any adult who knowingly contributes to truancy can be found guilty of a Class C misdemeanor under Wis.Stat.sec.948.45.**

## Absence from School

Parents/guardians, please call the attendance office **before 8:00 a.m. at 327-9360**. A written excuse must be turned in to the Attendance Office, Room 202 the day the student returns to school. The absence will be considered an unexcused absence (truancy) unless a written excuse is turned in. A parental phone call does not take the place of the written excuse. **Excessive absences from class may result in failure due to activities that cannot be made up as homework.**

Students: Upon returning to school after an absence, you must turn in your excuse to the attendance office room 202 to be entered as "Excused."

## Special Circumstances

Students who, for good reason, need to be excused from school for part of the morning or afternoon are required to bring a request, written and signed by a parent or guardian to the Attendance Office, Room 202. This request must state the time at which the student is to leave school and the reason. **Under no circumstances will telephone calls be sufficient for release. Bus tickets will NOT be provided.**

**\*\*Athletes also need to follow the "Athletic Code of Conduct" which states that an athlete may not participate in athletics the day of an unexcused absence or suspension.**

## Students Who Are Ill

If a child is ill, the nurse will call an administrator to contact a parent/ guardian. **A student is not to leave the building until an administrator has contacted the parent/guardian.** Parents are responsible for transportation. Bus tickets will not be

provided.

## Zero Tolerance Tardy Policy

**All students are expected to report to class on time.** Providing a quality education is a combination of academics, attendance, and discipline, therefore, we have a **Zero Tolerance** tardy policy. Being prompt to all classes is an expectation at Hamilton. Any student reporting to class after the bell is considered tardy. **No Exceptions.**

Rules Governing the Tardy Room:

- No talking.
- Remain seated and alert at all times.
- Follow school rules, including no food, drink or electronic devices.
- Referral to an administrator if a violation of the rules occurs. Consequences

for excessive absences will be assigned.

## MPS Discipline Policy

Code of School/Classroom Conduct and Discipline Chart for Grades 3–12				
Conduct that Violates Expectations or Code of Conduct Principles		Definition	Action Levels	
			Minimum minor	Maximum serious/repeated
Attendance/ Punctuality	Skipping class	Failure to report to class without prior permission, knowledge or excuse by school/parent	1	1
	Inappropriate dress	Dressing or grooming in a manner that disrupts the teaching and learning of others	1	1
Learning Environment	Chronic lack of supplies	Repeatedly reporting to class lacking necessary materials such as books, physical education attire, etc.	1	1
	Inappropriate personal property	Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others such as food, beverages, laser pointers, electronic and communication devices	1	3
	Inappropriate use of electronic communication devices	Capturing, distributing, displaying, sharing and posting of inappropriate images that disrupt the learning environment	1	4
	Refusal to work or follow instructions and/or leaving the classroom without permission	Engaging in behavior or conduct that is disruptive to the learning of their fellow students; engaging in unruly behavior that interferes with the ability of the teacher to effectively teach such as, but not limited to, leaving the classroom learning environment without permission from staff members in charge and failing to comply with proper and authorized directions or instructions of a staff member	1	2
	Repeated classroom disruption	Confronting staff argumentatively, throwing objects, refusing to follow directions, or making loud noises	1	4
	Chronic disruption or violation of school rules	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time	2	4

<b>Gang activity</b>	All gang activities which include, but are not limited to, use of material, jewelry or clothing to disrupt or intimidate others; gang posturing to provoke an altercation, engagement in gang initiation or recruitment, or any act that furthers gang membership activities	2	4
<b>Other similar offenses</b>	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning	1	4
<b>Verbal abuse, profanity, harassment</b>	Use of language, either written or spoken, or conduct or gestures, which are obscene, lewd, vulgar, or sexually suggestive. Disturbing by pestering, tormenting or threatening	1	4
<b>Sexual harassment</b>	Unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, or other verbal conduct or communication of a sexual nature	1	4
<b>Personal threat</b>	Indirect (through another party), verbal, or written statement of intent to do bodily harm directed towards others	1	3
<b>Bullying</b>	Deliberate, unfair, one-sided, potentially repetitive behavior that involves unequal power, done with the intention of harming others	1	4
<b>Fighting</b>	Physical confrontation, including but not limited to, pushing and shoving and/or exchange of physical blows	1	4

Action Level Key: q Conference/Intervention w Suspension e Referral to Department of Student Services r Expulsion Recommendation

# MPS Discipline Policy

Code of School/Classroom Conduct and Discipline Chart for Grades 3–12				
Conduct that Violates Expectations or Code of Conduct Principles	Definition	Action Levels		
		Minimum minor	Maximum serious/repeated	
Physical Safety/Mental Well-Being <i>continued</i>	<b>Loitering</b>	Remaining around or lingering about a school building without a lawful purpose or particular purpose for being there	1	2
	<b>Trespassing</b>	Entering any school property or into any school facilities without proper authority or remaining on any school property or in any school facility after being told to leave by authorized personnel. Includes any school entry during a period of suspension or expulsion	1	2
	<b>Gambling</b>	Playing any game of skill or chance for money or anything of value	1	3
	<b>Possession or use of fireworks</b>	Using or possessing any explosive amusement device	1	3
	<b>Assault</b>	An attempt or threat to physically harm another person with the apparent present ability to do so and the victim has reasonable fear or apprehension of immediate bodily harm. Assault is committed without physical contact	4	4
	<b>Hazing</b>	Intentional or reckless acts which endanger the physical health or safety of others for the purposes of initiation/admission/affiliation with an organization	2	4
	<b>Reckless vehicle use</b>	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or in a manner that disrupts the educational process (i.e. a manner that shows conscious disregard for a substantial or unjustified risk)	1	4
	<b>Disorderly conduct</b>	Behaving in a violent or seriously inappropriate manner that disrupts the educational process	2	3
	<b>Battery</b>	Unprovoked/unanswered intentional physical contact without consent causing bodily harm	4	4
	<b>Extortion</b>	Forcing other persons to act against their will, under threat of physical harm	2	4
	<b>Robbery</b>	Taking property from a person by force or threat of aggression	2	4
	<b>Sexual assault</b>	Intentional bodily contact for sexual gratification or pleasure	3	4
	<b>False fire alarms</b>	Reporting a fire to school or fire officials, or setting off a fire alarm without a reasonable belief that a fire exists	2	4
	<b>Bomb threats</b>	Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property	3	4
	<b>Possession/ownership/use of a weapon</b>	Possessing, having under one's control, using, or threatening with a gun (pistol, BB, pellet, rifle, starter replica, or toy gun), or any other object that by the way it is used is capable of inflicting bodily harm	4	4
<b>Other similar offenses</b>	Engaging in other similar acts or conduct that endanger(s) the physical safety or mental well-being of others, disrupt(s) the educational process or interfere(s) with teaching and learning	1	4	

Action Level Key: q Conference/Intervention w Suspension e Referral to Department of Student Services r Expulsion Recommendation

# MPS Discipline & Drug Policy

Code of School/Classroom Conduct and Discipline Chart for Grades 3–12				
Conduct that Violates Expectations or Code of Conduct Principles		Definition	Action Levels	
			Minimum minor	Maximum serious/repeated
Property	<b>Vandalism</b>	Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which minor damage can be repaired or replaced at no cost to the district	1	4
	<b>Theft/possession of stolen property</b>	Taking of property belonging to another individual, group, or entity without prior permission and with specific intent to permanently deprive; or the possession of property without permission of the owner	1	4
	<b>Burglary</b>	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to the students and public	2	4
	<b>Arson</b>	Intentionally starting any fire or combustion on school property	3	4
	<b>Other similar offenses</b>	Engaging in any other similar actions which threaten, or result in the loss of, or destruction of, property	1	4
Controlled Substances	<b>Use of tobacco, including chewing</b>	Using any tobacco product by student	1	2
	<b>Possession/possession with intent to distribute/ownership/use of alcohol or illegal drugs</b>	Possessing, possessing with intent to distribute, selling, giving away, transferring, having under one's control, or using any alcoholic beverages, controlled substances or intoxicants	3	4
	<b>Other substances/materials</b>	Possessing, using, or having under one's control any substances, materials, or related paraphernalia that are dangerous to health or safety, or that disrupt the educational process	3	4
Action Level Key: q Conference/Intervention w Suspension e Referral to Department of Student Services r Expulsion Recommendation				

## **Suspension**

A suspension may be given to a student when an infraction of MPS/school policy occurs. The student must serve the duration of the suspension and the parent must reinstate after the final day.

## **Reinstatement Policy**

Following a suspension the parent/guardian is asked to call the school administrator to set a conference time. Together, you will determine what needs to be done to guarantee the student's success upon reinstatement.

**Also, students who are suspended may not attend school sponsored activities or events such as homecoming, prom, and graduation or attend/participate in athletic events during course of suspension.**

## **Banned List**

Students will be placed on the Banned List for the following reasons:

- 1) 3 day suspension
- 2) 5 day suspension
- 3) Central Office hearing
- 4) Administrative discretion (with documentation)

**Students who are placed on the Banned List may not participate in school sponsored activities during the semester the infraction occurred. There are NO Exceptions to this policy.**

Hamilton High School  
Hamilton Phase 1 Virtual Bell Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:00 am	Teacher Planning	Teacher Planning	Teacher Planning	Teacher Planning	Teacher Planning
8:05 am-9:05 am	Block 1A	Block 1B	ACP	Block 1A	Block 1B
9:15 am-10:15 am	Block 2A	Block 2B	Check-ins and tutoring with any teacher; small group support or interventions	Block 2A	Block 2B
10:25 am - 11:25 am	Block 3A	Block 3B	Check-ins and tutoring with any teacher; small group support or interventions	Block 3A	Block 3B
11:35 am - 12:35 pm	Block 4A	Block 4B	Independent work time for all classes	Block 4A	Block 4B
12:45 pm - 1:15 pm	Lunch	Lunch	Lunch	Lunch	Lunch
1:15 pm - 3:30 pm	Independent work time for all classes or utilizing teacher office hours (2:15 -3:30 pm)	Independent work time for all classes or utilizing teacher office hours (2:15 -3:30 pm)	Independent work time for all classes or utilizing teacher office hours (2:15 -3:30 pm)	Independent work time for all classes or utilizing teacher office hours (2:15 -3:30 pm)	Independent work time for all classes or utilizing teacher office hours (2:15 -3:30 pm)

## **PHASE 2: HYBRID LEARNING**

- Students attending schools on the early start calendar will begin face-to-face instruction pending further health and safety guidance.
- Students will attend schools for face-to-face instruction for 2 days per week and virtual instruction for 3 days per week.
- Students learn online outside of school 3 days a week.



# Hamilton Phase 3 A/B Schedule (Virtual Option)

## Legend

<span style="background-color: #e0ffff; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Non-instructional day
<span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Non school day
<b>Period Schedules</b>
<span style="background-color: #ff0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> A DAY
<span style="background-color: #0000ff; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> B DAY

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Default number of instructional minutes per day: 400  
 Total number of instructional days this year: 175  
 Total number of instructional minutes this year: 0

## Building Exits

